

Americans with Disabilities Act (ADA)

It is the policy of the City of Richmond that qualified individuals with disabilities not be excluded from participation in or benefit from the services, programs or activities of the City. It is the policy of the City not to discriminate against a qualified individual with a disability in: job application, procedures; hiring, advancement or discharge of employees; employee compensation; job training, and other terms, conditions and privileges of employment. It is the intent of the City to comply with all applicable requirements of the ADA.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Richmond, Indiana, will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The City of Richmond, Indiana does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: The City of Richmond will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Richmond programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communication accessible to people who have speech, hearing or vision impairments.

Modifications to Policies and Procedures: The City of Richmond will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcome in the City of Richmond offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Richmond, should contact the office of Imani Murphy, ADA Coordinator, by telephone (765-983-7435) or email (imurphy@richmondindiana.gov) as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Richmond, Indiana, to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Complaints that a program, service or activity of the City of Richmond, Indiana, is not accessible to persons with disabilities should be directed to Imani Murphy, ADA Coordinator, by telephone (765-983-7435) or email (imurphy@richmondindiana.gov)

The City of Richmond, Indiana, will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are accessible to persons who use wheelchairs.

City of Richmond, Indiana

Grievance Procedure Under The American with Disabilities Act

This Grievance Procedure is established for the City of Richmond, Indiana, to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Richmond, Indiana. The City's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Imani Murphy
ADA Coordination/Director of Human Resources
City of Richmond, Indiana
50 North Fifth Street
Richmond, IN 47374

Within 15 calendar days after receipt of the complaint, Imani Murphy as ADA Coordinator, or her designee, will meet with complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Imani Murphy as ADA Coordinator, or her designee, will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Richmond, Indiana, and offer options for substantive resolution of the complaint.